



DATE: April 10, 1992

TO: District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM: Gerald D. Dobie
Engineer of Construction

SUBJECT: **CONSTRUCTION INSTRUCTIONAL MEMORANDUM 1992-6**
Subsection 1.04.02 of the 1990 Standard Specifications
Changes in Quantities, Plans, or Character of the Work

The above subsection of the 1990 Standard Specifications contains several changes from the language in the 1984 book. These changes went into contracts as supplemental specifications about a year before the new book went into effect. One of the more significant changes states that when the final quantity of a major item of work exceeds plan quantity by more than 25 percent, a price adjustment will be made to the amount in excess of the 25 percent.

The Central Office has recently noted some balancing recommendations being submitted which met the requirements for an adjustment but which totally ignore this provision of the specification. This leads us to believe that the persons preparing the recommendation were either not aware of the specification or had chosen to disregard it. Either reason is not acceptable.

The Construction Division over the last few months has made considerable effort to reduce the time it takes to process recommendations and has made significant progress in this regard. If the Construction Division staff has to begin checking each recommendation for increased quantities to determine if a) the item meets the criteria for a major item, and b) if the increase exceeds plan quantity by more than 25 percent, it will be a serious setback to our efforts to speed up the approval process.

We are, therefore, asking all resident/project offices, when preparing balancing recommendations, to note on the body of the report all major items which increase or decrease in excess of 25 percent of the contract quantity. Also, the appropriate adjustment should be made on the same recommendation or the reason why an adjustment is not warranted must be given.

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Please bring this to the attention of the local agencies doing work in your districts.

Engineer of Construction

GDD:WJK:jd

cc: Staff Engineers
Staff Technicians
S. Olszewski
S. Wehrle
Local Services Division
M & T Division
Design Division
MRBA
MAPA

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